

Invitation to Bid

EA CONWAY



BIDS WILL BE PUBLICLY OPENED:

May 27, 2010

02:00 PM

VENDOR NO. :
SOLICITATION : **000873**
OPENING DATE : **05/27/2010**

Return Bid in Envelope/Labels Provided to:
Purchasing Department
PO Box 33932
Shreveport LA 71130

BUYER : Thomas, Linda
BUYER PHONE : 318/675-5289
DATE ISSUED : 05/11/2010
REQ. NO : 0007547
FISCAL YEAR : 2011

MC: FIRE/SPRINKLER SYSTEM

INSTRUCTIONS TO BIDDERS

1. READ THE ENTIRE BID, INCLUDING ALL TERMS AND CONDITIONS AND SPECIFICATIONS.
2. FILL IN ALL BLANK SPACES.
3. ALL BID PRICES MUST BE TYPED OR WRITTEN IN INK. ANY CORRECTIONS, ERASURES OR OTHER FORMS OF ALTERATION TO UNIT PRICES SHOULD BE INITIALIZED BY THE BIDDER.
4. BID PRICES SHALL INCLUDE DELIVERY OF ALL ITEMS F.O.B. DESTINATION OR AS OTHERWISE PROVIDED. BIDS CONTAINING "PAYMENT IN ADVANCE" OR "C.O.D." REQUIREMENTS MAY BE REJECTED. PAYMENT IS TO BE MADE WITHIN 30 DAYS AFTER RECEIPT OF PROPERLY EXECUTED INVOICE OR DELIVERY, WHICHEVER IS LATER.
5. SPECIFY YOUR PAYMENT TERMS: _____ . CASH DISCOUNTS FOR LESS THAN 30 DAYS OR LESS THAN 1% WILL BE ACCEPTED, BUT WILL NOT BE CONSIDERED IN DETERMINING AWARDS

BY SIGNING THIS BID, THE BIDDER CERTIFIES:

- * THAT NEITHER THIS BUSINESS ENTITY NOR ANY OF ITS EMPLOYEES OR SUBCONTRACTORS IS CURRENTLY LISTED AS EXCLUDED OR SANCTIONED BY EITHER THE DEPARTMENT OF HEALTH AND HUMAN SERVICES, OFFICE OF INSPECTOR GENERAL (OIG) OR THE GENERAL SERVICES ADMINISTRATION (GSA).
- * THAT IF THIS BUSINESS ENTITY OR ANY OF ITS EMPLOYEES OR SUBCONTRACTORS APPEAR ON EITHER LISTING, MY BID WILL BE REJECTED.
- * THAT IF AT ANY TIME DURING THE TERM OF THE CONTRACT AWARDED AS A RESULT OF THIS INVITATION TO BID, THIS ENTITY OR ANY OF ITS EMPLOYEES OR SUBCONTRACTORS APPEARS ON EITHER LISTING, MY COMPANY WILL NOTIFY THE CONTRACTING AGENCY, AND THE CONTRACT WILL BE TERMINATED. THE CONTRACTING AGENCY WILL NOT BE LIABLE FOR ANY DAMAGES RESULTING FROM SAID TERMINATION.

THE BIDDER FURTHER CERTIFIES:

- * COMPLIANCE WITH ALL INSTRUCTIONS TO BIDDERS, TERMS, CONDITIONS, AND SPECIFICATIONS.
- * THIS BID IS MADE WITHOUT COLLUSION OR FRAUD.
- * THAT ALL TAXES DULY ASSESSED BY THE STATE OF LOUISIANA AND IT'S SUBDIVISIONS, INCLUDING FRANCHISE TAXES, PRIVILEGE TAXES, SALES TAXES AND ALL OTHER TAXES FOR WHICH THE FIRM IS LIABLE HAVE BEEN PAID.
- * THAT IF MY BID IS ACCEPTED WITHIN _____ DAYS FROM BID CLOSING TIME, MY FIRM WILL FURNISH ANY OR ALL OF THE ITEMS (OR SECTIONS) AT THE PRICE OPPOSITE EACH ITEM (OR SECTION).
- * DELIVERY WILL BE MADE WITHIN _____ DAYS AFTER RECEIPT OF ORDER.

VENDOR PHONE NUMBER:

TITLE

DATE

FAX NUMBER:

SIGNATURE OF AUTHORIZED BIDDER
(MUST BE SIGNED)

NAME OF BIDDER
(TYPED OR PRINTED)

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6. DESIRED DELIVERY: 10 DAYS ARO, UNLESS SPECIFIED ELSEWHERE
7. TO ASSURE CONSIDERATION, ALL BIDS SHOULD BE SUBMITTED IN THE SPECIAL ENVELOPE, OR USE BID LABEL IF FURNISHED FOR THAT PURPOSE. IN THE EVENT YOUR BID CONTAINS BULKY SUBJECT MATERIAL, THE SPECIAL BID ENVELOPE SHOULD BE FIRMLY AFFIXED TO THE MAILING ENVELOPE.
8. BIDS SUBMITTED ARE SUBJECT TO PROVISIONS OF THE LAWS OF THE STATE OF LOUISIANA INCLUDING BUT NOT LIMITED TO L.R.S. 39:1551-1736; PURCHASING RULES AND REGULATIONS; EXECUTIVE ORDERS; STANDARD TERMS AND CONDITIONS; SPECIAL CONDITIONS; AND SPECIFICATIONS LISTED IN THIS SOLICITATION.
9. IMPORTANT: THIS BID IS TO BE MANUALLY SIGNED IN INK BY A PERSON AUTHORIZED TO BIND THE VENDOR (SEE NO.31).
10. INQUIRIES: ADDRESS ALL INQUIRIES AND CORRESPONDENCE TO THE BUYER AT THE PHONE NUMBER AND ADDRESS SHOWN ABOVE.
11. BID FORMS: ALL WRITTEN BIDS, UNLESS OTHERWISE PROVIDED FOR, SHOULD BE SUBMITTED ON, AND IN ACCORDANCE WITH FORMS PROVIDED, PROPERLY SIGNED (SEE #31). BIDS MUST BE RECEIVED AT THE ADDRESS SPECIFIED IN THE SOLICITATION PRIOR TO BID OPENING TIME IN ORDER TO BE CONSIDERED.
12. STANDARDS OR QUALITY. ANY PRODUCT OR SERVICE BID SHALL CONFORM TO ALL APPLICABLE FEDERAL AND STATE LAWS AND REGULATIONS AND THE SPECIFICATIONS CONTAINED IN THE SOLICITATION. UNLESS OTHERWISE SPECIFIED IN THE SOLICITATION, ANY MANUFACTURER'S NAME, TRADE NAME, BRAND NAME, OR CATALOG NUMBER USED IN THE SPECIFICATION IS FOR THE PURPOSE OF DESCRIBING THE STANDARD OF QUALITY, PERFORMANCE, AND CHARACTERISTICS DESIRED AND IS NOT INTENDED TO LIMIT OR RESTRICT COMPETITION. BIDDER MUST SPECIFY THE BRAND AND MODEL NUMBER OF THE PRODUCT OFFERED IN HIS/HER BID. BIDS NOT SPECIFYING BRAND AND MODEL NUMBER SHALL BE CONSIDERED AS OFFERING THE EXACT PRODUCTS SPECIFIED IN THE SOLICITATION.
13. DESCRIPTIVE INFORMATION. BIDDERS PROPOSING AN EQUIVALENT BRAND OR MODEL SHOULD SUBMIT WITH THE BID, INFORMATION (SUCH AS ILLUSTRATIONS, DESCRIPTIVE LITERATURE, TECHNICAL DATA) SUFFICIENT FOR LSUHSC TO EVALUATE QUALITY, SUITABILITY, AND COMPLIANCE WITH THE SPECIFICATIONS IN THE SOLICITATION. FAILURE TO SUBMIT DESCRIPTIVE INFORMATION MAY CAUSE BID TO BE REJECTED. ANY CHANGE MADE TO A MANUFACTURER'S PUBLISHED SPECIFICATION SUBMITTED FOR A PRODUCT SHALL BE VERIFIABLE BY THE MANUFACTURER. IF ITEM(S) BID DO NOT FULLY COMPLY WITH SPECIFICATIONS (INCLUDING BRAND AND/OR PRODUCT NUMBER), BIDDER MUST STATE IN WHAT RESPECT ITEMS(S) DEVIATE. FAILURE TO NOTE EXCEPTIONS ON THE BID FORM WILL NOT RELIEVE THE SUCCESSFUL BIDDER(S) FROM SUPPLYING THE ACTUAL PRODUCTS REQUESTED.
14. BID OPENING. BIDDERS MAY ATTEND THE BID OPENING, BUT NO INFORMATION OR OPINIONS CONCERNING THE ULTIMATE CONTRACT AWARD WILL BE GIVEN AT THE BID OPENING OR DURING THE EVALUATION PROCESS. BIDS MAY BE EXAMINED WITHIN 72 HOURS AFTER BID OPENING. INFORMATION PERTAINING TO COMPLETED FILES MAY BE SECURED BY VISITING LSUHSC DURING NORMAL WORKING HOURS. WRITTEN BID TABULATIONS WILL NOT BE FURNISHED.
15. AWARDS. AWARD WILL BE MADE TO THE LOWEST RESPONSIBLE AND RESPONSIVE BIDDER. LSUHSC RESERVES THE RIGHT TO AWARD ITEMS SEPARATELY, GROUP, OR IN TOTAL, AND TO REJECT ANY OR ALL BIDS AND WAIVE ANY INFORMALITIES.
16. PRICES. UNLESS OTHERWISE SPECIFIED BY LSUHSC IN THE SOLICITATION, BID PRICES MUST BE COMPLETE, INCLUDING TRANSPORTATION PREPAID BY BIDDER TO DESTINATION AND FIRM FOR ACCEPTANCE FOR A MINIMUM OF 30 DAYS. IF ACCEPTED, PRICES MUST BE FIRM FOR THE CONTRACTUAL PERIOD. BIDS OTHER THAN F.O.B. DESTINATION MAY BE REJECTED. PRICES SHOULD BE QUOTED IN THE UNIT (EACH,

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<p>BOX, CASE, ETC.) AS SPECIFIED IN THE SOLICITATION.</p> <p>17. DELIVERIES. BIDS MAY BE REJECTED IF THE DELIVERY TIME INDICATED IS LONGER THAN THAT SPECIFIED IN THE SOLICITATION.</p> <p>18. TAXES. VENDOR IS RESPONSIBLE FOR INCLUDING ALL APPLICABLE TAXES IN THE BID PRICE. LSUHSC AGENCIES ARE EXEMPT FROM ALL STATE AND LOCAL SALES AND USE TAXES.</p> <p>19. NEW PRODUCTS. UNLESS SPECIFICALLY CALLED FOR IN THE SOLICITATION, ALL PRODUCTS FOR PURCHASE MUST BE NEW, NEVER PREVIOUSLY USED, AND THE CURRENT MODEL AND/OR PACKAGING. NO REMANUFACTURED, DEMONSTRATOR, USED OR IRREGULAR PRODUCT WILL BE CONSIDERED FOR PURCHASE UNLESS OTHERWISE SPECIFIED IN THE SOLICITATION. THE MANUFACTURER'S STANDARD WARRANTY WILL APPLY UNLESS OTHERWISE SPECIFIED IN THE SOLICITATION.</p> <p>20. CONTRACT CANCELLATION. THE STATE OF LOUISIANA HAS THE RIGHT TO CANCEL ANY CONTRACT, IN ACCORDANCE WITH PURCHASING RULES AND REGULATIONS, FOR CAUSE INCLUDING BUT NOT LIMITED TO THE FOLLOWING: (1) FAILURE TO DELIVER WITHIN THE TIME SPECIFIED IN THE CONTRACT; (2) FAILURE OF THE PRODUCT OR SERVICE TO MEET SPECIFICATIONS, CONFORM TO SAMPLE QUALITY OR TO BE DELIVERED IN GOOD CONDITION; (3) MISREPRESENTATION BY THE CONTRACTOR; (4) FRAUD, COLLUSION CONSPIRACY OR OTHER UNLAWFUL MEANS OF OBTAINING ANY CONTRACT WITH THE STATE; (5) CONFLICT OF CONTRACT PROVISIONS WITH CONSTITUTIONAL OR STATUTORY PROVISIONS OF STATE OR FEDERAL LAW; (6) ANY OTHER BREACH OF CONTRACT.</p> <p>21. DEFAULT OF CONTRACT. FAILURE TO DELIVER WITHIN THE TIME SPECIFIED IN THE BID WILL CONSTITUTE A DEFAULT AND MAY CAUSE CANCELLATION OF THE CONTRACT. WHERE THE UNIVERSITY HAS DETERMINED THE CONTRACTOR TO BE IN DEFAULT, THE UNIVERSITY RESERVES THE RIGHT TO PURCHASE AN OR ALL PRODUCTS OR SERVICES COVERED BY THE CONTRACT ON THE OPEN MARKET AND TO CHARGE THE CONTRACTOR WITH COST IN EXCESS OF THE CONTRACT PRICE. UNTIL SUCH ASSESSED CHARGES HAVE BEEN PAID, NO SUBSEQUENT BID FROM THE DEFAULTING CONTRACTOR WILL BE CONSIDERED.</p> <p>22. ORDER OF PRIORITY. IN THE EVENT THERE IS A CONFLICT BETWEEN THE INSTRUCTIONS TO BIDDERS OR STANDARD CONDITIONS AND THE SPECIAL CONDITIONS, THE SPECIAL CONDITIONS SHALL GOVERN.</p> <p>23. APPLICABLE LAW. ALL CONTRACTS SHALL BE CONSTRUED IN ACCORDANCE WITH AND GOVERNED BY THE LAWS OF THE STATE OF LOUISIANA.</p> <p>24. EQUAL OPPORTUNITY. BY SUBMITTING AND SIGNING THIS BID, BIDDER AGREES THAT HE/SHE WILL NOT DISCRIMINATE IN THE RENDERING OF SERVICES TO AND/OR EMPLOYMENT OF INDIVIDUALS BECAUSE OF RACE, COLOR, RELIGION, SEX, AGE, NATIONAL ORIGIN, HANDICAP, DISABILITY, VETERAN STATUS, OR A OTHER NON-MERIT FACTOR.</p> <p>25. SPECIAL ACCOMMODATIONS. ANY "QUALIFIED INDIVIDUAL WITH DISABILITY" AS DEFINED BY THE AMERICANS WITH DISABILITIES ACT WHO HAS SUBMITTED A BID AND DESIRES TO ATTEND THE BID OPENING, MUST NOTIFY THIS OFFICE IN WRITING NOT LATER THAN SEVEN DAYS PRIOR TO THE BID OPENING DATE OF THEIR NEED FOR SPECIAL ACCOMMODATIONS. IF THE REQUEST CANNOT BE REASONABLY PROVIDED, THE INDIVIDUAL WILL BE INFORMED PRIOR TO THE BID OPENING.</p> <p>26. IDEMNITY. CONTRACTOR AGREES, UPON RECEIPT OF WRITTEN NOTICE OF A CLAIM OR ACTION, TO DEFEND THE CLAIM OR ACTION, OR TAKE OTHER APPROPRIATE MEASURE, TO IDEMNIFY, AND HOLD HARMLESS, LSUHSC, ITS OFFICERS, ITS AGENTS AND ITS EMPLOYEES FROM AND AGAINST ALL CLAIMS AND ACTIONS FOR BODILY INJURY, DEATH OR PROPERTY DAMAGES CAUSED BY THE FAULT OF THE CONTRACTOR,</p>	

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<p>OFFICERS, ITS AGENTS, OR ITS EMPLOYEES. CONTRACTOR IS OBLIGATED TO INDEMNIFY ONLY TO THE EXTENT OF THE FAULT OF THE CONTRACTOR, ITS OFFICERS, ITS AGENTS, OR ITS EMPLOYEES. HOWEVER, THE CONTRACTOR SHALL HAVE NO OBLIGATION AS SET FORTH ABOVE WITH RESPECT TO ANY CLAIM OR ACTION FROM BODILY INJURY, DEATH OR PROPERTY DAMAGES ARISING OUT OF THE FAULT OF THE UNIVERSITY, ITS OFFICERS, ITS AGENTS OR ITS EMPLOYEES.</p> <p>27. INTERPRETATION OF DOCUMENT: ANY INTERPRETATION OF THE BID OR QUOTATION DOCUMENT WILL ONLY BE MADE BY AN ADDENDUM ISSUED IN WRITING BY THE PURCHASING DEPARTMENT. SUCH ADDENDUM WILL BE MAILED OR DELIVERED TO EACH PERSON RECEIVING A SET OF THE ORIGINAL BID OR QUOTATION DOCUMENTS. LSUHSC WILL NOT BE RESPONSIBLE FOR ANY OTHER EXPLANATION OR INTERPRETATION OF THE DOCUMENTS.</p> <p>28. ACCEPTANCE OF BID: ONLY THE ISSUANCE OF A PURCHASE ORDER OR A SIGNED CONTRACT CONSTITUTES ACCEPTANCE ON THE PART OF LSUHSC.</p> <p>29. ADHERENCE TO JCAHO STANDARDS: WHERE APPLICABLE, LSUHSC IS ACCREDITED BY THE JOINT COMMISSION ON ACCREDITATION OF HEALTHCARE ORGANIZATIONS AND AS SUCH ALL CONTRACTORS, SUBCONTRACTORS, AND VENDORS AGREE TO ADHERE TO THE APPLICABLE STANDARDS PROMULGATED BY THE COMMISSION.</p> <p>30. PREFERENCE: IN ACCORDANCE WITH LOUISIANA REVISED STATUTES 39:1595, A PREFERENCE MAY BE ALLOWED FOR PRODUCTS MANUFACTURED, PRODUCED, GROWN, OR ASSEMBLED IN LOUISIANA OF EQUAL QUALITY. DO YOU CLAIM THIS PREFERENCE? YES _____ NO _____ SPECIFY THE LINE NUMBER (S) _____ SPECIFY LOCATION WITHIN LOUISIANA WHERE THIS PRODUCT IS MANUFACTURED, PRODUCED, GROWN OR ASSEMBLED _____ (NOTE: IF MORE SPACE IS REQUIRED, INCLUDE ON SEPARATE SHEET.) DO YOU HAVE A LOUISIANA BUSNIESS WORK FORCE? YES _____ NO _____ IF SO, DO YOU CERTIFY THAT AT LEAST FIFTY PERCENT (50%) OF YOUR LOUISIANA WORKFORCE IS COMPRISED OF LOUISIANA RESIDENTS? YES _____ NO _____ FAILURE TO SPECIFY ABOVE INFORMATION MAY CAUSE ELIMINATION FROM PREFERENCES. PREFERENCES SHALL NOT APPLY TO SERVICE CONTRACTS.</p> <p>31. SIGNATURE AUTHORITY. IN ACCORDANCE WITH L.R.S. 39:1594 (ACT 121), THE PERSON SIGNING THE BID MUST BE:</p> <p>31.1. A CURRENT CORPORATE OFFICER, PARTNERSHIP MEMBER OR OTHER INDIVIDUAL SPECIFICALLY AUTHORIZED TO SUBMIT A BID AS REFLECTED IN THE APPROPRIATE RECORDS ON FILE WITH THE SECRETARY OF STATE; OR</p> <p>31.2. AN INDIVIDUAL AUTHORIZED TO BIND THE VENDOR AS REFLECTED BY AN ACCOMPANYING CORPORATE RESOLUTION, CERTIFICATE OR AFFIDAVIT; OR</p> <p>31.3. AN INDIVIDUAL LISTED ON THE STATE OF LOUISIANA BIDDER'S APPLICATION AS AUTHORIZED TO EXECUTE BIDS. BY SIGNING THE BID, THE BIDDER CERTIFIES COMPLIANCE WITH THE ABOVE.</p>	

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<p>This bid is to be effective for the period July 1, 2010 thru June 30, 2011. At the option of LSUHSC-EACMC and acceptance by the vendor, this bid can be renewed for two (2) additional twelve (12) month periods at the same prices and terms.</p> <p>All prices are to be firm for the duration of the bid, but wherever there is a general reduction in price which is lower than the contract price, said reduction shall be presented directly to LSUHSC-EACMC.</p> <p>Vendor shall present to the Purchasing Department a Certificate of Insurance prior to the commencement of work showing the attached coverage.</p> <p>PLEASE QUOTE ANNUAL CONTRACT AMOUNT FOR A MAINTENANCE CONTRACT ON THE FOLLOWING EQUIPMENT. IF PRE-PAYMENT DISCOUNT IS AVAILABLE, QUOTE DISCOUNT.</p> <p>LSUHSC-EACMC RESERVES THE RIGHT TO CANCEL THIS CONTRACT WITH A 30-DAY WRITTEN NOTICE.</p>	

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PRICE SHEET		Page 6 of 6			
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OPEN DATE : 05/27/2010 TIME: 02:00 PM					
UNLESS SPECIFIED ELSEWHERE SHIP TO: 4864 JACKSON ST. MONROE LA 71210					
Line No.	Description			Unit Price	Extended Amount
1	MAINTENANCE AND INSPECTION OF THE FIRE DETECTION AND SPRINKLER SYSTEM PER ATTACHED SPECIFICATIONS. EQUIPMENT INCLUDED IN THE SYSTEM IS LISTED. Specify brand, model bid(if applicable) <hr style="width: 30%; margin-left: 0;"/> EQUIPMENT TO INCLUDE THE FOLLOWING: FIRE ALARM PANEL 5 (1) 4120 MULTIPLEX PANEL (1) BATTERY CONTROL PANEL (14) CRTW/KEYBOARD (1) PRINTER (1) PULL STATIONS (NON-CODE) (144) A/V (AUDIBLE/VISIBLE) UNITS (83) VISUAL UNITS ONLY (658) LCD ANNUNCIATOR ADDRESS (2) ANALOG SMOKE SNESOR (660) DUCT ANALOG SENSOR (53) ANALOG HEAT SENSOR (44)	12.00	MO		

STATE OF LOUISIANA
PURCHASE SPECIFICATION
FOR
FIRE ALARM SYSTEMS MAINTAINENCE
AT
LSUHSC - SHREVEPORT /
E. A. CONWAY MEDICAL CENTER

PURPOSE:

The purpose of this Purchase Specification is to place into operation a continuing Fire Alarm system Maintenance Program that will provide specific maintenance services. The terms and conditions of this specification will be incorporated into and are an essential part of the Agreement between LSUHSC - Shreveport / E. A. Conway Medical Center and the fire alarm company selected to do the work upon acceptance of this bid by the State of Louisiana.

1.0 SCOPE

- 1.1 This specification covers the contract bidding and other applicable requirements for a Fire Alarm System Maintenance Program for LSUHSC - Shreveport / E. A. Conway Medical Center located in the state of Louisiana:

Schedule 1 of this specification provides a list of buildings and fire alarm systems covered by this specification. Bidders shall enter their cost for Fire Alarm System Maintenance on the attached bid sheet. Where applicable, items in this specification shall conform to requirements of the National Fire Protection Association guideline adopted as law by the Louisiana Office of State Fire Marshall.

2.0 MINIMUM CONTRACTOR QUALIFICATIONS AND BID REQUIREMENTS

- 2.1 Bids shall be considered only from bidders who are able to show evidence of satisfactory past performance. As demonstration of evidence of satisfactory past performance, Contractor shall provide a list of three (3) current customers which have large systems similar to LSUHSC - Shreveport / E. A. Conway Medical Center. LSUHSC - Shreveport / E. A. Conway Medical Center may call upon these customers as a reference.
- 2.2 Bidders, at their own expense, must visit the job site up to ten (10) days prior to the bid opening (not the day before the bid opening), meet with LSUHSC-Shreveport / E. A. Conway Medical Center personnel and demonstrate the following:

- 1) That they possess the technical skills, materials (parts), and equipment necessary to operate, test and maintain the Fire Alarm Systems including the Master Campus Fire Alarm Control Panel, which is a Simplex 4120 and 4020.

Technical skills must be demonstrated as follows:

- a) Proper reset procedure for the Master Campus Fire Alarm Control Panel
 - b) Change the time on the Master Campus Fire Alarm Control Panel
 - c) Show capability of making program changes to the Master Campus Fire Alarm Control Panel Program with the use of the proper equipment.
 - d) Each of the perspective bidders' representatives must demonstrate the proper power-up, power-down procedures to follow prior to servicing the Master Campus Fire Alarm Control Panel to ensure that no damage would occur.
 - e) Demonstrate resetting and standard preventative maintenance procedures for the Master Campus Fire Alarm Control Panel and other control panels chosen by LSUHSC – Shreveport / E. A. Conway Medical Center personnel.
- 2.3 The State of Louisiana intends to select one (1) Contractor who will do the work required and provide the parts necessary to completely provide ongoing Fire Alarm System Maintenance Services.
- 2.4 As the option of the Division of Administration and acceptance by the Contractor, this contract may be reviewed for two (2) additional twelve (12) month periods.

3.0 APPLICABLE STANDARDS OF MAINTENANCE

- 3.1 Contractor shall perform all maintenance in a safe manner and in accordance with applicable laws and regulations and in accordance with the manufacturer's performance specifications.

4.0 SCOPE OF WORK FOR FIRE ALARM SYSTEM MAINTENANCE

- 4.1 Contractor is required to maintain the Simplex 4120 Fire Panel, other Simplex Panels, complying with all other manufacturer's specifications. Contractor is to provide both Fire Alarm Control Panels operating condition in accordance with materials and labor in performance and related equipment in optimum this Contract at no cost to LSUHSC – Shreveport / E. A. Conway Medical Center.

- 4.2 The contractor shall perform annual tests of fire alarm systems (see schedule II). Contractor will perform the tasks as out-lined in the Scope of Work and shall provide LSUHSC – Shreveport / E. A. Conway Medical Center with a detailed report of each inspection, labor hours expended, and equipment replaced or installed.
- 4.3 The contractor shall maintain the efficiency, safety, and operational status of all equipment within the limits of all applicable codes.
- 4.4 The Contractor shall perform Smoke Detector Sensitivity Testing on all smoke detectors installed on or after September 1, 1986 following NEPA 72E Guidelines and using a UL Listed Sensitivity Tester.
- 4.5 Contractor will be required to respond to emergency requests upon notification from Contract Administrator or designee. The Contractor is required to provide documentation with information on the labor hours expended, and parts, which were repaired or replaced. Maintenance of equipment shall conform to the schedule recommended by the manufacturer.
- 4.6 The Contractor will absorb the cost of any required maintenance including emergency repairs and emergency service that is required on the fire panels and safety equipment between routine periods.
- 4.7 The Contractor will replace all worn, failed, or intermittent manufacturing parts at no cost to owner. All replacement parts shall be of the same quality and design as the parts being replaced.
- 4.8 The Contractor will not be responsible for maintaining phone lines, wiring, and conduit. However, Contractor must provide troubleshooting assistance in these cases as they relate to Fire Alarm System's proper operation.
- 4.9 The Contractor shall be able to perform system software changes to the Master Campus Fire Control Panel's operating program as require fore project additions and / or deletions. All programming must be performed in strict accordance with the manufacturer's standard procedure for such operations. The Contractor must be able to perform system programming to meet the UL standard to which the control panel was manufactured and listed. Any changes made to the system shall also be archived on a 3.5-inch disk to provide a secondary system file. This disk shall be provided to the system manufacturer so that the archived file may be places in a data bank with the original panel software file.

- 4.10 The Contractor shall provide UL Fire listed, 24-hour Central Station monitoring of the Simplex 4020 Panel at no additional charges to LSUHSC – Shreveport / E. A. Conway Medical Center.
- 4.11 It is the intent of Maintenance Services that ALL components of the Fire Alarm Panel and related safety equipment be inspected and tested.
- 4.12 Upon arrival and departure from the premises, the Contractors' service representative shall report to the Contract Administrator or designee. Upon completion of all routine maintenance under the Maintenance Agreement, the Contractors' service representative must certify that the work was done by obtaining the signature of the Contract Administrator or designee.

5.0 OWNERS INSPECTION OF CONTRACTOR'S PERFORMANCE

- 5.1 The Owner reserves the right to make any tests deemed advisable to ascertain that the requirements of this Contract are being fulfilled. In the event the Fire Alarm System is not being satisfactorily maintained, the Owner may immediately demand that the Contractor place the Fire Alarm System in a condition to meet these requirements. The Contractor's failure to comply with such a demand within a reasonable period of time shall constitute a material breach. In the event of such a material breach the Owner may terminate the Agreement, obtain a separate Agreement with others to have such work performed, and charge to and recover from the Contractor, the total cost thereof.
- 5.2 All work performed under this contract is subject to inspection by the Owner or a specialist designated by the Owner at any time, to ensure compliance with all terms and conditions of this Contract. Any costs associated with this inspection will be absorbed by the Owner.
- 5.3 Before the termination date of this Contract, the Owner will make, or have made an inspection to determine whether the Contractor has complied with this Agreement in every respect. Failure of the Contractor to perform all of the service obligations required under this Contract may be considered a material breach of this Contract by the Owner. In addition to any other remedies it may have, LSUHSC – Shreveport / E. A. Conway Medical Center may withhold any moneys due the Contractor or claimed to be due until the terms of the Contract have been fulfilled and the work of the Contractor accepted by the Owner. Any costs with this inspection will be absorbed by the owner.

6.0 PERFORMANCE REQUIREMENTS

- 6.1 Contractor shall be responsible for assuring that service conducted on or around property is performed in a safe, courteous and professional manner.
- 6.2 Contractor shall notify the Contract Administrator or designee two (2) days prior to any service to be performed as part of this Maintenance Agreement to coordinate equipment downtime as may be required.

7.0 SPECIAL PROVISIONS

- 7.1 Performance Standards – All performance Standards under this Contract must conform to the highest standard of good trade practices in the industry, and all services under this Contract shall be rendered promptly and efficiently.
- 7.2 For the purposes of this Contract, normal working hours shall be defines as the hours of 8:00 am to 4:30 pm, Monday through Friday, Holidays on which the Owner offices are closed excepted.

8.0 OTHER REQUIREMENTS

- 8.1 The Contractor shall not be responsible for repairs necessitated by the negligence, misuse or vandalism by equipment or any other cause beyond its control except ordinary wear and tear. The burden of proof that the cause of the malfunction was due to negligence, misuse by vandalism of equipment shall be the responsibility of the Contractor.
- 8.2 Emergency Service – The Contractor shall be able to respond to any emergency situation on the job site with both manpower and material. As the Simplex 4020 panel monitors all fire alarm systems, the Contractor, when notified or requested, will provide emergency service response to any emergency situation relating to the Simplex 4120 panel and all other Fire Alarm systems, with Manpower and material at LSUHSC – Shreveport / E. A. Conway Medical Center at no cost. “Emergency Service” is defined as equipment malfunction prior or between its scheduled routine maintenance, which disabled any component of the fire alarm panel and / or signaling device. For products specified within this proposal, emergency service calls are provided at no additional charge. This provision includes labor, travel, and mileage charges for repairs associated with normal equipment failures. This provision covers labor to troubleshoot and diagnose system problems, and the labor to replace failed devices.
- 8.3 Access and Maintenance Hours – The Contract Administrator or designee will provide the Contractor with access to the premises and equipment.

Most work is to be performed during regular working days unless otherwise specified herein.

9.0 CONTRACTOR'S EMPLOYEES

- 9.1 The Contractor shall only employ trained, qualified service technicians licensed by the Louisiana Office of State Fire Marshal, who are skilled in the performance of Fire Alarm system Maintenance Services, and be certified at NICET Level III or higher. Only NICET II certified technicians should be allowed to perform maintenance services. LSUHSC – Shreveport / E. A. Conway Medical Center reserves the right to require proof of employment, the number of, and identity of employees to be assigned to this project. Contractor represents and agrees that all Contractor's performing the services contemplated by this Contractor presently have and shall retain all certifications and training necessary for the performance of this Contract. Failure to secure such training and certification for Contractor's employees may be considered a material breach by the Owner.
- 9.2 The Contractor shall maintain an adequate number of employees to satisfactory perform scheduled services.
- 9.3 Contractor shall employ skilled, responsible persons who in manner and character are suitable and responsible in owner's facilities. The Owner shall have the right to require that the Contractor dismiss from the premises covered by the Contract any employees of the Contractor whose conduct is improper, inappropriate, or offensive, any such employees shall not be employed on the subject premises by Contractor without the written consent of the Owner.

10.0 OMISSIONS

- 10.1 It is the intention of this specification to acquire Maintenance services for LSUHSC – Shreveport / E. A. Conway Medical Center. Any services that have been omitted from this specification which are clearly necessary for the facility's fire maintenance services shall be considered a requirement although not directly specified or called for in this specification

11.0 CONTRACTOR'S CERTIFICATION

- 11.1 Contractor also certifies that his / her firm complies with the requirements of Subtitle A of Title II of the Americans with Disabilities Act which prohibits discrimination on the basis of disabilities.

- 11.2 Submission of this bid by a Contractor shall be accepted as prima facie evidence that he has examined these specifications and has satisfied himself as to the nature, location and extent of the work required. Any failure of the contractor to acquaint himself with all available information including (but not limited to) a site visit to physically survey the proposed work will not relieve him from requirements to successfully perform all work required under this contract.

SPECIAL PROVISIONS

LSUHSC – SHREVEPORT / E. A. CONWAY MEDICAL CENTER
4864 JACKSON STREET, MONROE, LA 71202

Additionally, this Agreement provides for the following and it will supercede associated language within this agreement:

TEST AND INSPECTION OVERVIEW:

Under this special provision, trained technicians will perform inspections and diagnostic tests for all accessible peripheral devices listed and currently connected to the facility life safety system. Tests will be scheduled in advance at the convenience of customers' staff (see "List of Equipment" page for equipment to be tested).

TESTING OF PERIPHERAL DEVICES FOR FIRE ALARM AND DETECTION SYSTEMS:

Accessible peripheral devices shall be functionally tested in accordance with NFPA 72, Chapter 10, and manufacturer's recommended procedures.

DETECTOR CLEANING FOR THE FIRE ALARM AND DETECTION SYSTEMS:

To help minimize false alarms, and in accordance with NFPA, accessible smoke detection devices will be cleaned using manufacturer's recommended procedures at a rate of 100% annually. Devices may be dismantled to expose the smoke chamber (where applicable) and cleaned using soft cloth, lint brush, cotton swabs, suitable cleaning solution, or non-electrostatic vacuum. NOTE: Certain types of analog smoke sensors will be cleaned as needed per panel readings.

SENSATIVITY TESTING FOR THE ALARM AND DETECTION SYSTEMS:

To ensure accuracy, and in accordance with NFPA guidelines, sensitivity testing will be performed on smoke detectors at a rate of 100% every other year. Testing will be performed using only UL approved sensitivity testing equipment. Devices performing outside the listed sensitivity range will be re-cleaned and re-tested, and if necessary, noted and recommended for replacement. NOTE: Certain types of analog smoking sensors will automatically satisfy this requirement electronically.

DOCUMENTATION:

SCHEDULE I

BUILDING	SYSTEM
Main Hospital	Simplex 4120
Maintenance Building	Simplex 4120
Med II	Simplex 4120
Coffee Shop	Simplex 4120
Family Practice	Simplex System